

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>219#:</b>						
<b>Schedule #:</b> 1249 15#:Commissioner's Correspondence (Public Safety)						
Commissioners correspondence (Public Safety)	Paper	2/23/1993	Retain Until Inactive	10 Years	0	Archives Current
<b>Schedule #:</b> 1288 16#:Tort Claims Dept. of Public Safety						
When someone sues Public Safety for damages, a Tort Claim goes to Public Safety. It must be kept to follow the case or to know how much money the suer is suing for. File is kept until case has been litigated and file concluded. Keep in agency 5 years after litigation.	Paper	10/14/1998	Years	5 Years	20	Destroy Current
<b>Schedule #:</b> 1430 18#:Minutes of the Commission on Domestic and Sexual Abuse						
The minutes of the Commission on Domestic and Sexual Abuse, which was established in 1990.	Paper	3/26/2002	Years	3 Years	0	Archives Current
<b>219E:Bureau of Consolidated Emergency Communications</b>						
<b>Schedule #:</b> 1938 1#:Bureau of Consolidated Emergency Communications Audio Recordings						
Department of Public Safety, Bureau of Consolidated Emergency Communications audio recordings, including, but not limited to, E-9-1-1 telephone call recordings, recordings of law enforcement and first responder radio traffic, and recordings of administrative line telephone calls. The BCEC retains the recordings for the purposes of documenting audio recordings relating to incidents requiring the potential or actual involvement of law enforcement agencies and/or first responders. The recordings are sometimes used by law enforcement agencies in the course of criminal investigations and by district attorney offices and the Maine Department of the Attorney General in the course of prosecuting crimes. The recordings (or transcripts thereof) are also sometimes used in the course of civil litigation involving the State, as well as in the course of administrative personnel investigations. Finally, transcripts of recordings are often requested by the public pursuant to 25 M.R.S. 2929. the content of the audio recordings varies, and can include conversations ranging from day-to-day business matters to conversations between a PSAP operator/dispatcher and a person calling for immediate emergency or law enforcement assistance.	Digital Audio	9/3/2014	Years	6 No Retention	0	Destroy Current

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>219C:Capitol Security</b>						
<b>Schedule #:</b> 700 1#:Parking Tickets						
Tickets for overtime or illegal parking. Destroy tickets when paid.	Paper	9/14/1988	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
<b>Schedule #:</b> 700 2#:Incident Reports - Capital Security						
Reports of security violations around the State Capital, i.e. windows left open, doors left unlocked etc.	Paper	9/14/1988	Years	1	No Retention	0 Destroy Current
<b>Schedule #:</b> 700 3#:Correspondence - Capital Security						
Letters and memos to and from Capital Security.	Paper	9/14/1988	Years	1	No Retention	0 Destroy Current
<b>801#:Emergency Medical Services</b>						
<b>Schedule #:</b> 2030 1:Training & Examinations						
Contains course outlines, objectives, workshops examinations, correspondence and related documentation.	Paper	7/20/2016	Years	10	No Retention	0 Destroy Current
<b>Schedule #:</b> 2030 10:EMS Service Inspection Reports						
To track yearly service inspection information of EMS ambulances in order to maintain the safety of ambulances on a yearly basis.	Paper	7/20/2016	Years	5	No Retention	0 Destroy Current
<b>Schedule #:</b> 2030 11:EMS Run Reports						
When an ambulance is called to an emergency they must fill out a form called a Run Report. This form contains where, whom and type of emergency as well as description of the emergency. This enables Emergency Medical Services to track the number of runs and services provided on a yearly basis by service providers.	Paper	7/20/2016	Years	4	No Retention	0 Destroy Current

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 2030 2:EMS Regions Contains protocols, training, correspondence and related documents.	Paper	7/20/2016	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2030 3:Ambulance Service License Applications Ambulance services must renew their serice/vehicle license yearly. EMS has to refer back to these files to check on previous licenses. Files include: applications, services roster, authorized service signature form.	Digital File	7/20/2016	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2030 4:Individual EMS Applications Individual needs to apply for licensure after course completion and must renew every 3 years. EMS has to refer back to these files to check on previous licenses. Files include: new application, course certificates and exam card, renewal application, skills lab certificate.	Digital File	7/20/2016	Years 4	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2030 5:EMS Exam Application In order to take a State exam, an individual must apply and pay a fee. Keep track of how many individuals in the different areas of the State have taken the exam. Files contain: EMS exam application.	Digital File	7/20/2016	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2030 6:EMS Continuing Education Rosters In order to maintain State licensure individuals must take a certain amount of continuing education as well as to participate in a 4 hour skill review. The rosters are used to keep track of individual hours. EMS rosters contain: Attendees, instructor's name, class number, title of class and date of class.	Digital File	7/20/2016	Years 3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2030 7:Board of Emergency Medical Services - Minutes						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Varied documents and correspondence relating to actions of the board; such as list of members, meeting agendas, correspondence from board to other governmental agencies. Minutes contain issues discussed and board discussions and decisions on each issue. Board meets two times a month.	Paper	7/20/2016	Years 2	No Retention 0	Archives	Current
Minutes, transfer to Archives after 2 years in agency; destroy all other materials after 5 years in agency.						
<hr/>						
<b>Schedule #:</b> 2030 8:Board of Emergency Medical Services - General File						
Varied documents and correspondence relating to actions of the board; such as list of members, meeting agendas, correspondence from board to other governmental agencies.	Paper	7/20/2016	Years 5	No Retention 0	Destroy	Current
These records would be considered general in nature, not archival in nature or adding to the formulation of policy decisions.						
<hr/>						
<b>Schedule #:</b> 2030 9:EMS Investigations						
Complaints by citizens on EMS personnel and/or services for subsequent convictions or further complaints. SBI records, police reports, interviews, affidavits and related correspondence. The State Bureau of Investigation is the central repository of criminal history record information for the State of Maine. The Bureau provides information to agents and persons authorized by law to receive such information. SBI gathers data and provides statistics on crime in Maine, and maintains all State Police criminal and civil investigative reports.	Paper	7/20/2016	Years 2	Years 18	Destroy	Current
Keep in Agency 2 years after case closes.						
<hr/>						
<b>574#:Emergency Services Communication Bureau</b>						
<b>Schedule #:</b> 1315 1#:Instructor Coordinator Information						
Individuals need to apply to a specific region and Maine EMS for approval at one of three levels in order to teach EMS classes. Recordsare maintained as supporting documentation of instructor qualifications. Records include: Instructor appointment letter, checklist, letter of support from region and EMS physician, high school diploma, I/C course certificate, documentation of teaching ability. Keep in agency until recertified.	Paper	4/27/1999	Variable - See Description	0 Years 0	Destroy	Current
<hr/>						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 1315 2:Licensing Back-up disks A monthly back-up of the Maine EMS licensing program.	Hard Disk	4/27/1999	Years	3	Years 0	Destroy Current
<b>Schedule #:</b> 1315 3:Examination Booklets Booklets are used to administer EMS exams to students. To be retained in agency for five years after replacement.	Paper	4/29/1999	Contingent Upon Event - See Description	5	Years 0	Destroy Current
<b>221#:Highway Safety</b>						
<b>Schedule #:</b> 1222 1#:PROJECT TRACKING DOCUMENTS FOR CRIMINAL JUSTICE & VIOLENCE PREVENTION GRANTS The Department of Public Safety, receives Federal formula and block grant funds which are subgranted to state and local units of government and nonprofit nongovernmental agencies for a variety of purposes determined by the funding legislation (drug control, system improvement, violence prevention, prison construction, residential substance abuse treatment). Forms include: quartly reports, awards, subgrant cash requests, subgrant progress reports. Keep in Records center 5 years after single audit.	Paper	4/9/1997	Years	0	Years 5	Destroy Current
<b>Schedule #:</b> 1404 2:Maine Highway Safety Commission Minutes These are the minutes of the Maine Highway Safety Commission which was started in 1958 and abolished in 2000.	Paper	6/22/2001	Years	0	Years 0	Archives Current
<b>Schedule #:</b> 1885 3#:Documents for Highway Safety Programs The Bureau receives Federal grant funds which are sub-granted to state and local units of government and non-profit non-governmental agencies for a variety of behavioral highway safety programs determined by the funding legislation (programs include impaired driving, occupant protection, pedestrian and bicycle safety speeding, etc). Paperwork includes grant applications, awards, cash request reimbursements, and progress reports.	paper	5/21/2012	Years	4	No Retention 0	Destroy Current

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>226#:Liquor Enforcement</b>						
<b>Schedule #:</b> 186 2#:Non-Licensee File						
Non-licensee file. Retention period begins when inactive.	Paper	5/24/1976 Years	1	No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 186 3#:Inspector Activity Reports						
Inspectors activity reports. Destroy when computer run is completed--keep only current year.	Paper	5/24/1976 Years	1	No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 186 4#:Records of Disposal (Confiscated Liquor)						
Records of disposal of confiscated liquor.	Paper	5/24/1976 Years	2	No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 1064 10#:Advertising						
All manufacturer advertising must be approved by State. Files consist of: advertising description; photographs.	Paper	9/13/1993 Years	2	No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 1064 11#:Check Refund Information						
Individuals or corporations who apply for a liquor license and decide not to pursue must get a check back. Files include copies of applications and copy of credit memo form.	Paper	9/13/1993 Years	3	No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 1064 12#:Liquor License Copies						
Copies of liquor licenses for postings.	Paper	9/13/1993 Years	1	No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 1064 13#:Business Liquor Licenses						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
License to sell alcoholic beverages is issued by this office. Files are no longer valid when individual or corporation go out of business. Files contain: Applications, copy of annual license and related correspondence. Keep in agency until no longer valid plus 1 year.	Paper	9/13/1993 Years	1	Years 6	Destroy	Current
<b>Schedule #:</b> 1064 5#:Tax Reports						
Excise Tax & Premium reports sent in by liquor wholesalers to the State. Files include: reporting sheet; inventory sheet; copy of invoices and official State purchase orders.	Paper	6/9/1999 Years	1	Years 6	Destroy	Current
<b>Schedule #:</b> 1064 6#:Price Postings						
Form listing manufacturer or distributor of product by name, quantity, size and price.	Paper	9/13/1993 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1064 7#:Wholesaler Inventory Source						
Forms listing what wholesalers had at the end of a given month.	Paper	9/13/1993 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1064 8#:Malt & Wine Gallonage Reports						
Manufacturer provides State with gallonage report of how much shipped into State each month.	Paper	9/13/1993 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1064 9#:Label Registration						
Each manufacturer must register his label with the State. Files consist of: application form, copy of Federal Label Approval, sample label.	Paper	9/13/1993 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1076 14#:Malt and Wine Gallonage Summary - Monthly Report						
Summary of total gallonage shipped into State of Maine by Certificate of Approval.	Paper	12/17/1993 Years	50	No Retention 0	Archives	Current

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 1076 15#:Malt and Wine Tax Summary - Monthly Report Summary of all taxes paid on malt and wine.	Paper	12/17/1993	Years 50	No Retention 0	Archives	Current
<b>Schedule #:</b> 1615 16#:Seller/Server Training Liquor Licensing maintains the data base of all certified seller/server and train the trainer training courses and class rosters, of which there are approximately 20, in the State of Maine. The purpose of seller/server training is to encourage responsible liquor serving practices and thereby prevent intoxicated related deaths, injuries and damages. Completion of a certified class may reduce a licensee's liquor liability insurance premium. A typical file consists of program, instructor, class date and location, list of participants with home address, social security of license number, date of birth, home telephone.	Paper	5/28/2004	Years 3	Years 3	Destroy	Current
<b>Schedule #:</b> 1615 17#:Seller/Server Violation File These are civil violations where seller/server has either agreed to a consent decree and paid a fine or has agreed to take the Bureau of Liquor Enforcement's seller/server course, or has requested a hearing through District Court. These are legal documents sent to District Court and assigned docket numbers. A typical file includes the inspector's report of violation, notice of civil administrative action, complaint, consent decree, summons and/ or subpoena.	Paper	5/28/2004	Years 3	Years 3	Destroy	Current
<b>Schedule #:</b> 1616 18#:Agency Liquor Store Selection This is a book outlining the entire selection process from advertising openings to the final decisions. This book is considered an historical record due to the constant change in laws pertaining to agency liquor stores. Without this book there will be no institutional memory on what had happened in the past.	Paper	5/28/2004	Years 5	Years 3	Destroy	Current
<b>Schedule #:</b> 1616 19#:Agency Liquor License Appeals						



# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Applicants not granted an agency liquor license through the hearing process are allowed to appeal that decision to which the Department of Public Safety responds through a court document entitled "Certified Administrative Record" which contains any and all paperwork pertaining to the application and hearing process. A typical file would include the public notice of agency store opening, public notice agency store hearings, agency liquor license applications, liquor license field inspector's report, transcripts of the hearing and copy of the final selection decision.	Paper	5/28/2004	Years 3	Years 5	Destroy	Current
<b>Schedule #:</b> 1616 20#:Court Officer Worksheets - Violation of Liquor Laws						
These are criminal or civil liquor law violations brought against individuals and heard in district court. Most, but not all, are minors or juveniles. A typical file consists of one page with individual's name, address, date of birth, violation, law cited, offense location, date and time, name of complaining officer, description of the incident, court date, time and court disposition. (Documents need to be retained for 5 years for possible litigation)	Paper	5/28/2004	Years 1	Years 4	Destroy	Current
<b>Schedule #:</b> 1616 21#:Liquor License Violations						
These are civil liquor license violations where licensee has either agreed to a consent decree and paid a fine, or has requested a hearing and gone to District Court. These are legal documents sent to District Courts and assigned docket numbers. A typical file includes the inspector's report of violation, notice of civil administrative action, complaint, consent decree, summons, and /or subpoena. (Documents need to be retained for 5 years for possible litigation.)	Paper	5/28/2004	Years 3	Years 3	Destroy	Current
<b>Schedule #:</b> 1616 22#:Liquor License Appeals - Municipality						
Applicants not granted approval from their municipality for a liquor license are allowed to appeal that decision to the Department of Public Safety liquor licensing. A typical file called a "Certified Record" would include liquor license application, agenda for town meeting, correspondence, appeal request, background check on the applicant.	Paper	5/28/2004	Years 3	Years 5	Destroy	Current
<b>228#:Maine Criminal Justice Academy</b>						
<b>Schedule #:</b> 860 1#:Training Records (MCJA)						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Contains basic and inservice training records of all officers attending courses along with scores and curriculum.	Paper	12/18/2000	Years 10	No Retention 0	Destroy	Current
<b>Schedule #:</b> 860 2#:Correspondence (MCJA)						
Contains all correspondence relating to bureau's management of training programs.	Paper	5/22/1990	Years 15	No Retention 0	Destroy	Current
<b>Schedule #:</b> 860 3#:Justice Assistance Grant Records (MCJA)						
Contains all records of grant applications and administration of grants. The grants are for various training programs offered by the academy.	Paper	5/22/1990	Years 10	Years 50	Destroy	Current
<b>230#:Maine Drug Enforcement Agency</b>						
<b>Schedule #:</b> 1307 11:Minutes of the Maine Drug Enforcement Agent Advisory Board						
Minutes of the Maine Drug Enforcement Agency Advisory Board.	Paper	3/8/2000	Years 10	Years 0	Archives	Current
<b>Schedule #:</b> 1331 1#:Byrne Grant						
The Byrne Grant is the Federal seed money by which the Maine Drug Enforcement Agency operates along with some Maine matching funds. The purpose of the program is to demonstrate the effectiveness of co ordinated, multi-jurisdictional investigations, involving federal, state and local law enforcement agencies against drug and drug related crime. The MDEA is the State cornerstone strategy to drug enforcement activities.	1	2/2/2000	Years 7	Years 0	Archives	Current
<b>Schedule #:</b> 1331 2#:Asset Forfeiture Files						
If assets are obtained through or used to facilitate drug dealing they are subject to forfeiture. Files include: copies of inditement, routing slips, work orders, final order of forfeiture, accounting of final dispersion, equity sharing and related documentation.	Paper	2/2/2000	Years 3	Years 17	Destroy	Current
<b>Schedule #:</b> 1331 3#:Confidential Informant File						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Personal information about individuals who assist the Maine Drug Enforcement Agency is a confidential manner. Files include: photos, fingerprints, criminal history, debriefing report, any payments made to informant. Keep in Agency until death of informant.	Paper	2/2/2000	Contingent Upon Event - See Description	0	Years	0	Destroy	Current
<b>Schedule #:</b> 1332 4#:Equipment Inventory Control of Issued State Property								
This is a log book of equipment issued to agents,i.e. vests, radios, recorders and any other issued equipment. Keep in agency 3 years after officer leaves service.	Paper	2/2/2000	Years	3	Years	0	Destroy	Current
<b>Schedule #:</b> 1332 5#:Directors Files (Maine Drug Enforcement Agency)								
Directives, staff agenda, staff minutes, communications to Commissioner, and related correspondence to the director of the Maine Drug Enforcement Agency. Files remain in Agency until Director leaves Agency.	Paper	2/2/2000	Contingent Upon Event - See Description	0	Years	1	Archives	Current
<b>Schedule #:</b> 1332 6#:Personnel Records of Non-employed Personnel								
The Maine Drug Enforcement Agency have people who may work for them but come outside the Agency; for example; Sheriff's personnel, police,National Guard, etc. Keep in agency until service finished plus 1 year and then send to unit or agency that actually is the employer, for inclusion in the individual's regular personnel file.	Paper	2/2/2000	Contingent Upon Event - See Description	1	Years	0	Destroy	Current
<b>Schedule #:</b> 1333 10#:Intelligence Reports								
Intelligence reports are of suspected drug dealing reported to the police. Files include police reports of suspected activity.	Paper	2/2/2000	Years	5	Years	0	Destroy	Current
<b>Schedule #:</b> 1333 7#:Criminal Investigation Reports								
These are investigation reports on suspected criminal activity including drug dealing. Criminal investigation report.	Paper	2/2/2000	Years	3	Years	17	Destroy	Current
<b>Schedule #:</b> 1333 8#:Notice of Claim								

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
An attorney may file a claim against the agency alleging misconduct or wanting some forfeiture of evidence. Files include Investigative Report, Notice of Claim and related correspondence.	Paper	2/2/2000 Years	3	Years 17	Destroy	Current
<b>Schedule #:</b> 1333 9#:Evidence Tracking Files						
These files account for all evidence relating to drug and criminal arrests. The evidence may be seized as forfeiture as well. The forfeited evidence must be traced as to where it is going and where it goes. Ultimately agents must sign for all evidence gathered. Sometimes evidence is given back to the defendant, this also must be tracked. The continuity of evidence form establishes the tracking system. Files include: Continuity of Evidence Form and final disposition orders and any related correspondence.	Paper	2/2/2000 Years	3	Years 17	Destroy	Current
<b>256#:Maine Highway Safety Commission</b>						
<b>Schedule #:</b> 882 1#:National Highway Transportation Safety Act (N.H.T.S.A.)						
The objective of the Maine Highway Safety Commission is the development of effective local involvement in Highway Safety Programs.	Paper	10/29/1990 Years	5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 882 2#:Maine Highway Safety Commission - Minutes						
Contains minutes of quarterly meetings.	Paper	10/29/1990 Years	3	No Retention 0	Archives	Current
<b>Schedule #:</b> 882 3#:Correspondence (Highway Safety Commission)						
Routine correspondence to and from the Highway Safety Commission involving: statistics, answers to routine questions and other daily correspondence.	Paper	10/29/1990 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 882 4#:Fatal Accident Reports Data System						
Contains accident report, death certificates, blood alcohol reports.	Paper	10/29/1990 Years	10	No Retention 0	Destroy	Current

## 227#:ME Criminal Justice Academy Trustees Bd.

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 861 1#:Minutes of Meetings (MCJA Board of Trustees) The responsibilities of the Board: certify and set standards for certification of the graduates of the Academy. The minutes contain all records of the Board of Trustees.	Paper	5/22/1990	Years 30	No Retention	0	Archives Current
<b>Schedule #:</b> 861 2#:Correspondence (MCJA Board of Trustees) General correspondence to include: memoranda; letters of thank you; offers of help; requests; answers to general correspondence. May also include letters on training; requests for extentions.	Paper	5/22/1990	Years 10	No Retention	0	Destroy Current
<b>224#:State Fire Marshal</b>						
<b>Schedule #:</b> 38 1#:Blue Prints and Specifications Conceptual drawings; preliminary plans, progress prints, and construction prints and specifications for buildings constructed in the State. Plans and specifications have been reviewed, corrections made and approval or permits issued. In-agency retention is 6 months.	Paper	8/12/2003	Years 1	Years	0	Destroy Current
Conceptual drawings; preliminary plans, progress prints, and construction prints and specifications for buildings constructed in the State. Plans and specifications have been reviewed, corrections made and approval or permits issued. In-agency retention is 6 months.	Hard Disk	8/12/2003	Destroy When Updated	No Retention	0	Destroy Current
<b>Schedule #:</b> 122 2#:Fire Inspection Reports Reports of fire inspections on mercantile or various types of occupancies; correspondence relating thereto. Subject to Federal audit.	Paper	6/11/1975	Years 5	No Retention	0	Destroy Current
<b>Schedule #:</b> 122 3A:Fire Investigation Files Reports on fire investigations accompanied by witness statements, photographs, and related correspondence.	Paper	3/12/2013	Years 3	Years	17	Destroy Current
<b>Schedule #:</b> 122 3B:Fire Investigation Files - Fatal						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Reports on fire investigations accompanied by witness statements, photographs, and related correspondence.	Paper	3/12/2013	Years 3	Years 75	Destroy	Current
<b>Schedule #:</b> 122 4#:Correspondence - Plans						
Relates to plan review functions prior to issuance of Construction Permit. Corrects violations during design stage.	Paper	6/11/1975	Years 6	No Retention	Destroy	Current
<b>Schedule #:</b> 122 5#:Daily Activity Reports						
Detail hours worked and daily activity of inspector.	Paper	6/11/1975	Years 3	Years 3	Destroy	Current
<b>Schedule #:</b> 122 6#:Licenses						
Duplicates of licenses, applications, correspondence and associated documents regarding amusement and entertainment licensing; also licensing of lightning rod manufacturers and agents.	Paper	6/11/1975	Years 3	No Retention	Destroy	Current
<b>Schedule #:</b> 122 7#:Subject Correspondence File						
Incoming and outgoing correspondence relating to request for information or bulletins, letters of acknowledgement, letters of complaints and old statistics summarized in annual report.	Paper	6/11/1975	Years 2	No Retention	Destroy	Current
<b>Schedule #:</b> 122 8#:Permits						
Permits, inspection reports on storage and transportation of flammable liquid, explosives and fireworks. Correspondence relating thereto.	Paper	6/11/1975	Years 3	No Retention	Destroy	Current
<b>Schedule #:</b> 1591 11#:Sprinkler System Responsible Managing Supervisor Licenses						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing managers of sprinkler systems. Files include: license application form, supporting documentation (such as engineering credentials), and license. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators and inspectors, and lawyers, on an ongoing basis.	Paper	11/24/2003	Years2	Years17	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1591	11HD#:Sprinkler System Responsible Managing Supervisor Licenses					
The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing managers of sprinkler systems. Files includes: license application form, supporting documentation ( such as engineering credentials), and license. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators, inspectors, and lawyers, on an ongoing basis.	Hard Disk	11/24/2003	Destroy When Updated	0	0	Destroy Current
<hr/>						
<b>Schedule #:</b> 1591	12#:Sprinkler System Permits and Related Plans					
The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing the industry, and issuing permits for installation of systems. Files include: permits application forms, blueprints when required, hydraulic calculations when required, and permit. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators, inspectors, and lawyers, on an ongoing basis.	Paper	11/24/2003	Years2	Years17	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1591	12HD#:Sprinkler System Permits and Related Plans					
The Fire Sprinkler Law (Title 32, Chapter 20) requires licensing the industry, and issuing permits for installation of systems. Files Include: permit application forms, blueprints when required, hydraulic calculations when required, and permit. This and related information is requested by the fire sprinkler industry, insurance industry, local fire departments, code enforcement officers, engineers, architects, builders, arson investigators, inspectors, and lawyers, on an ongoing basis.	Hard Disk	11/24/2003	Destroy When Updated	0	0	Destroy Current

## 222#:State Police

**Schedule #:** 2 1#:Inspection Station Folder & Card File

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Station license folder and card file. Retention begins when license is terminated.	Paper	4/3/1974 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2 2#:Inspection Data Booklet - Order and Sales Form						
Sticker order and sales form.	Hard Disk	4/3/1974 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2 3#:Motorcycle Inspection Data Booklet						
Motorcycle inspection date booklets.	Paper	4/3/1974 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2 4#:School Bus Inspection Data Sheet						
School bus inspection data sheet - retain 18 months.	Paper	4/3/1974 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2 5#:Master Inspection Ledger						
Master Ledger.	Paper	4/3/1974 Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2 6#:Refunded & Unused Stickers						
Refunded and unused stickers.	Paper	4/3/1974 Years	1	No Retention 0	Destroy	Current
<b>Schedule #:</b> 2 7#:Inspection Mechanic Certificate						
Retain until terminated.	Paper	4/3/1974 Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current



# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 3 8#:Key Punch Data Cards						
Key punch cards used in the data processing of individual activity, arrest and accident reports.	Paper	4/5/1974 Years	1	Years 1	Destroy	Current
<b>Schedule #:</b> 3 9#:Period Activity Reports, MSP Form 13:16R						
Coded reports for all Bureaus of Dept. of Public Safety indicating activities of individual officers for eight day period.	Paper	4/5/1974 Years	1	Years 1	Destroy	Current
<b>Schedule #:</b> 4 12#:Games of Chance, Administrative Services, Dept. of Public Safety						
Applications, licenses, reports and related forms and memoranda.	Paper	4/23/1974 Years	2	Years 6	Destroy	Current
<b>Schedule #:</b> 4 13#:Beano, Administrative Services, Dept. of Public Safety						
Applications, licenses, numbered receipts, reports and related forms and memoranda.	Paper	4/23/1974 Years	2	Years 6	Destroy	Current
<b>Schedule #:</b> 39 15#:Accident Investigation Reports						
Form Report of Accident Investigation. Retain in agency current year, then transfer to DOT after microfilming.	Paper	10/2/1974 Years	1	No Retention 0	Destroy	Current
Form Report of Accident Investigation, microfilm.	Roll Microfilm	10/2/1974 Years	5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 174 19#:Research Reports						
Research reports and related material.	Paper	4/6/1976 Years	5	No Retention 0	Archives	Current
<b>Schedule #:</b> 174 20#:Federal Grant Request						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Material related to Federal grants received from Maine Criminal Justice Planning & Assistance Agency and from National Highway Traffic Administration. Retention period begins when inactive.	Paper	4/6/1976 Years	3	Years 3	Destroy	Current
<b>Schedule #:</b> 174 21#:In-Service and Recruit Training Folders						
Recruit and in-service training folders (past) individuals.	Paper	4/6/1976 Years	5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 174 22#:Training Curriculum						
Past training schedules and curriculum with related material.	Paper	4/6/1976 Years	10	Years 15	Archives	Current
<b>Schedule #:</b> 199 10#:Arrest Reports						
Report of Aid, Arrest - Final Disposition, Mittimus and Witness for all Bureaus of Dept. of Public Safety on individual respondents by individual officers.	Paper	8/4/1976 Years	3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 199 11#:Criminal Case Files (Closed Cases)						
Complaint report, progress reports, BCI reports, warrants connected with case, summary of prosecution reports, lab reports from FBI and SBI, memoranda related to cases. Microfilm before destroying paper.	Paper	8/4/1976 Years	1	No Retention 0	Destroy	Current
See paper for description.	Roll Microfilm	8/4/1976 Years	5	Years 30	Destroy	Current
<b>Schedule #:</b> 199 17#:Photo Negatives						
Negatives of photographs taken by personnel of the Department and maintained within the State Bureau of Identification.	Photographic Negative	5/21/2012 Years	3	Years 72	Destroy	Current
<b>Schedule #:</b> 199 18#:Laboratory Case File						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Laboratory Case Files which include requests for lab examinations, latent prints, photo prints and related material.	Paper	5/21/2012	Years 4	Years 71	Destroy	Current
<b>Schedule #:</b> 234 23#:Chronological Log Books of Radio and Telephone Communications						
Chronological typewritten log books of radio and telephone communications traffic handled by various State Police barracks.	Paper	2/14/1977	Years 2	No Retention	Destroy	Current
<b>Schedule #:</b> 283 24#:Licensed Private Detective Files 1957-1977						
Inactive Licensed Private Detective files maintained by Licensing Division, Maine State Police.	Paper	11/21/1979	Years 2	Years 10	Destroy	Current
<b>Schedule #:</b> 318 25#:Official PUC (Non-Current) Intrastate Motor Carrier Dockets						
Dockets contain legal and non-legal documents such as application forms, decrees, permits, certificates, process agent form, and equipment identification lists.	Paper	10/8/1981	Years 4	No Retention	Destroy	Current
<b>Schedule #:</b> 318 26#:Official PUC (Non-Current) Interstate Motor Carrier Dockets						
Dockets contain legal and non-legal documents such as application and renewal applications, permits, process agent forms, and equipment identification lists.	Paper	10/8/1981	Years 4	No Retention	Destroy	Current
<b>Schedule #:</b> 318 27#:Railroad Accident Reports						
Monthly Report of Railroad Accidents officially filed with PUC by all railroads operating in Maine.	Paper	10/8/1981	Years 0	No Retention	Destroy	Current
<b>Schedule #:</b> 318 28#:Official PUC Railroad Docket Book - Volume 13						
Contains official PUC record of all documented railroad proceedings such as petitions in reference to grade crossing protection, rate cases and discontinuance of agency stations.	Paper	10/8/1981	Years 0	No Retention	Archives	Current
<b>Schedule #:</b> 318 29#:Official PUC Motor Carrier Journals						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A handwritten summary for each motor carrier, listing in chronological sequence all transactions between the carrier and the Commission relevant to original application, hearings, decrees, authority granted and subsequent amendments, renewal applications, etc.	Paper	10/8/1981	Years 0	No Retention 0	Archives	Current
<b>Schedule #:</b> 318 30#:PUC Motor Carrier Insurance Correspondence						
Files contain routine motor carrier insurance correspondence, insurance telephone verifications, cancellation letters, and division form letters concerning application and insurance defects.	Paper	10/8/1981	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 318 31#:PUC Motor Carrier Telegraphic Authorities						
Series contains agency copy of motor carrier telegraphic authorities.	Paper	10/8/1981	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 318 32#:Official Tariffs - Railroads, Motor Carriers						
Officially filed scheduled (tariffs) of rates, charges, rules and regulations of railroads, motor carriers of property and express companies, filed by individual carriers or by carrier agents. Program being phased out 1/1/82.	Paper	10/8/1981	Years 0	Years 7	Destroy	Current
<b>Schedule #:</b> 318 33#:Official Annual Reports-Railroads-Motor Carriers of Property						
Financial reports filed by rail, motor carriers of property and express companies for PUC use and available to general public. Program being phased out 1/1/82.	Paper	10/8/1981	Years 0	Years 7	Destroy	Current
<b>Schedule #:</b> 318 34#:Official PUC (Non-Current) Motor Carrier Rate Case Files						
Files contain legal and non-legal documents such as decrees, evidence, carrier data and exhibits in reference to intrastate motor carrier rate cases. Program being phased out 1/1/82.	Paper	10/8/1981	Years 0	Years 7	Archives	Current
<b>Schedule #:</b> 318 35#:Powers of Attorney						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Powers of attorney issued by carriers authorizing publication of tariffs by appointed agents. Program being phased out 1/1/82.	Paper	10/8/1981	Years 0	Years 7	Destroy	Current
<b>Schedule #:</b> 318 36#:Official Tariffs - Motor Carriers of Passengers						
Officially filed schedules (tariffs) of motor carriers of passengers filed by individual carriers or by carrier agents.	Paper	10/8/1981	Years 7	No Retention	Destroy	Current
<b>Schedule #:</b> 318 37#:Official Annual Reports - Motor Carriers of Passengers						
Financial reports officially filed by motor carriers of passengers for PUC use and available to general public.	Paper	10/8/1981	Years 7	No Retention	Destroy	Current
<b>Schedule #:</b> 321 39#:Official PUC (Non-Current) Common Bus Dockets						
Dockets contain legal and non-legal documents such as application forms, decrees, licenses, equipment identification lists and relevant correspondence.	Paper	12/24/1981	Years 0	No Retention	Archives	Current
<b>Schedule #:</b> 321 40#:Official PUC Court Cases and Briefs (Motor Carriers)						
Bound folders on PUC motor carrier court cases containing hearings, testimony, briefs, exhibits, and court decisions.	Paper	12/24/1981	Years 0	No Retention	Archives	Current
<b>Schedule #:</b> 397 41#:Policing by Objectives						
An internal management system, which uses a systematic approach to goals by obtaining objectives with the use of employee developed action plans.	Paper	11/19/1985	Years 10	Years 5	Destroy	Current
<b>Schedule #:</b> 510 42#:Non-Resident Concealed Firearms Permit Applications						
Application; waiver forms; copy of permit; miscellaneous letters and notes; requests--criminal history in state and out of state; motor vehicle history; military status; mental health; police departments; alien status.	Paper	7/16/1986	Years 3	No Retention	Destroy	Current
<b>Schedule #:</b> 533 43#:Private Investigator Folders						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Identification card and photo; copy of license; surety bond form; surety bond approval letter; worksheet; copies of bank checks; application; copy of birth certificate; copy of military discharge; copy of high school diploma; original authority to release information; approval letter; memo with test grade; firearms exam report; radio room (DMV & NCIC); SBI (criminal records); UCR check; Human Services check; military status check; mental health check; municipal police department check; alien status check; miscellaneous correspondence and transcripts. Retain in agency until 6 months after license of P.I. expires (not renewed).	Paper	5/9/1996	Retention of Less than 1 Year - See Description	0 No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 536 44#:Contract Security Company License Applications						
Copy of license; surety bond form; surety bond approval letter; worksheet; copy of bank checks; application; copy of birth certificate; copy of high school diploma; original authority to release information; Radio Room (DMV & NCIC); SBI (criminal record); UCR check; Human Services check; military status check; mental health check; municipal police department check; alien status check; miscellaneous correspondence and transcripts. Retain in agency until license expires plus 6 months (after applicant fails to renew).	Paper	5/9/1996	Retention of Less than 1 Year - See Description	0 No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 621 45#:Motor Carrier Compliance Report						
Written reports of field examinations for registered motor carriers in compliance with Federal Rules, Regulations, and guidelines applicable to the Commercial Vehicle Enforcement Unit of the Maine State Police.	Paper	5/27/1987	Years	4 No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 627 46#:Seized Property Records						
Inventory lists of property seized; court records disposing of same; disposition/enactment of court decision re: seized property; receipts/documents substantiating implementation of court decision.	Paper	7/23/1987	Years	10 Years	20 Destroy	Current
<hr/>						
<b>Schedule #:</b> 631 47#:State Police Communications Teletypes						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
State Police Communications Teletypes consisting of Teletype Files 1 through 26: Stolen vehicles; auto and license information; auto accidents; hit and run accidents; wanted persons/escapees; missing persons. Note: UC=until cancelled; CM=current month; CY=current year. Stolen vehicles UC; auto & license info, no retention; auto accidents UC; hit and run accidents UC; wanted persons/escapees UC; missing persons UC; burglary, BE&L UC or CY plus one year; robbery, holdups CY plus one year; property lost/missing UC or CY plus one year; property stolen/larceny, UC or CY plus one year; assault CY plus one year; homicide CY plus one year; police information CY plus one year; administrative messages CM plus 3 months; criminal record checks, until reply received; lost/stolen plates CY plus one year; blanket cancellations CM plus three months; new laws and changes, CM plus 3 months; attempt to locate/miscellaneous, CM plus 3 months; road and weather reports, current day plus two days.	Paper	8/19/1987	Variable - See Description	0	No Retention	0	Destroy	Current
Schedule #:	655	48#:Auto Theft Files						
Auto theft complaint and progress reports; verification of vehicle identification reports. Maine State Police Continuation reports.	Paper	12/2/1987	Years	20	No Retention	0	Destroy	Current
Schedule #:	655	49#:Arson Reports						
Maine State Police continuation form - State Fire Marshal's Office reports.	Paper	12/2/1987	Years	20	No Retention	0	Destroy	Current
Schedule #:	720	51#:Homicide Investigative Case Files						
Complaint report, investigative reports, witness interviews. Destroy paper after microfilm and verifying.	Paper	1/24/1989	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Complaint report, investigative reports, witness interviews.	Roll Microfilm	1/24/1989	Years	50	No Retention	0	Destroy	Current
Schedule #:	755	52#:Monthly Agency UCR Reports						

# Department Series Report

## 16: Public Safety

Description			Media	Last Updated	In Agency Retention	Rec Center Retention		Disposition	Status	
Forms received from approximately 130 reporting PDs, SOs and State Police on a monthly basis as a method of collecting stats on crime as it is reported to law enforcement. Keep magnetic tape until updated.			Magnetic Tape	5/31/1989	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Forms received from approximately 130 reporting PDs, SOs and State Police on a monthly basis as a method of collecting stats on crime as it is reported to law enforcement. Retain in agency current year plus previous calendar year.			Paper	5/31/1989	Years	2	No Retention	0	Destroy	Current
Schedule #:	755	53#:Monthly UCR Computer Printouts								
Computer printout of monthly agency UCR report data. Shows monthly crime activities along with year to date, and previous year to date comparisons. December printout summary sheet.			Film Roll Microfilm	1/5/1995	Years	50	No Retention	0	Destroy	Current
Computer printout of monthly agency UCR report data. Shows monthly crime activities along with year to date, and previous year to date comparisons. Destroy after filmed and verified.			Computer Printout	1/5/1995	Years	2	No Retention	0	Destroy	Current
Schedule #:	755	54#:Monthly UCR Computer Edits								
Final edit for errors of monthly UCR data (counts of index crimes, property stolen, recovered, arrests, etc) by contributing agencies. Destroy after December data is verified as correct.			Computer Printout	5/31/1989	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
Schedule #:	755	55#:Inter-Agency Activity Files (UCR)								
Research projects i.e. 5 year community profiles, analysis of larcenies, theft of antiques, etc.; late notices, population information, correspondence to and from contributing agencies.			Paper	5/31/1989	Years	50	No Retention	0	Destroy	Current
Schedule #:	755	56#:Annual "Crime in Maine" Publications								
Yearly publication generated by the UCR office describing the nature and extent of crime in the state in comparison to previous year. Provides county and individual dept. crime profiles on issues such as crime rates, clear rates, arrests and staffing levels.			Paper	5/31/1989	Years	2	No Retention	0	Archives	Current



# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 878 57#:State Police Officer Records Applicant - Non Hires						
Applications of people not hired for State Police positions.	Paper	10/22/1990	Years	20	No Retention	0 Destroy Current
Applications of people not hired for State Police positions. Keep backup roll microfilm in Record Center.	Roll Microfilm	10/10/2001	Years	20	Years	20 Destroy Current
<b>Schedule #:</b> 975 58#:Resident Concealed Weapons Permits						
State Police Administrative Licensing Division issues weapons permits to residents of Maine after a background investigation. Files contain: copy of permit, photograph, application, release forms authorizing record checks of AMHI and BMHI, background information and related correspondence.	Paper	2/6/1992	Years	4	No Retention	0 Destroy Current
State Police Administrative Licensing Division issues weapons permits to residents of Maine after a background investigation. Files contain: copy of permit, photograph, application, release forms authorizing record checks of AMHI and BMHI, background information and related correspondence.	Hard Disk	2/6/1992	Years	5	No Retention	0 Destroy Current
<b>Schedule #:</b> 1053 59#:General Orders (Policies & Procedures)						
The State Police is in the process of upgrading its Standard Operating Procedures (SOP). This effort is directed at improving the organization and ultimately meeting the criteria to be "accredited." This process requires the Bureau to meet at least 80% of more than 900 standards. These standards are identified in our general orders distributed to all members of the Bureau, with extras and masters on file in Planning and Research. Keep in agency until updated then send one copy to the Archives. All other copies may be destroyed.	Paper	7/15/1993	Contingent Upon Event - See Description	0	No Retention	0 See Description Current
<b>Schedule #:</b> 1255 60#: DNA sample information cards.						
DNA samples and information cards are collected and stored from convicted felons in compliance with Maine Law 25 MRSA c.194. The records are used solely for the purposes of DNA identification in criminal investigations.	Paper	3/17/1998	Years	25	Years	50 Destroy Current
<b>Schedule #:</b> 1267 14#:Director's Correspondence						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Correspondence of the Director of the Maine State Police	Paper	5/14/1998	Years 10	Years 0	Archives	Current
<hr/>						
<b>Schedule #:</b> 1427 61:Evidence Receipts						
The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year.	Paper	2/7/2002	Years 5	Years 0	Destroy	Current
<hr/>						
The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year. Back up microfilm is kept in the Record Center for 45 years.	Roll Microfilm	2/7/2002	Years 45	Years 0	Destroy	Current
<hr/>						
The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year. Back up microfilm is kept in the Record Center for 45 years.	Roll Microfilm	2/7/2002	Years 0	Years 45	Destroy	Current
<hr/>						
The receipts to keep track of the chain of custody These receipts are used to keep track of evidence items brought into the Crime Lab by law enforcement agencies. These receipts are also used to track how much evidence is submitted in a given year.	Digital File	2/7/2002	Years 50	Years 0	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1725 62#:Laboratory Protocols – Standard Operating Procedures						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have well defined and documented standard operating procedures or protocols. Each analytical section maintains a book of SOPs, which outline how evidence is processed, how evidence is handled and how instrumentation is maintained. SOPs are important to the laboratory to ensure that all evidence is processed consistently from one examiner to another. These are reviewed annually to ensure the SOPs are still accurate and to ensure that all individuals are in compliance with the SOPs. These documents are also submitted to defense attorneys and defense experts if requested and are used to determine if the SOP was followed properly and if the SOP was appropriate to the evidence being tested. These SOPs are widely used by the scientific staff. Additionally the quality manager and inspector / assessors will review the SOPs as part of the inspection process.</p>	Paper	1/16/2009	Years 10	Years 40	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1725 63#: Laboratory Equipment Calibration Logs						
<p>The Maine State Police Crime Laboratory utilizes a number of pieces of equipment to analyze different types of evidence. Examples of these pieces of equipment include:</p> <ul style="list-style-type: none"><li>- Instrumentation to analyze and compare paints, fibers and other polymers</li><li>- Instrumentation to analyze fire debris for the presence of ignitable liquid residues</li><li>- Equipment to amplify and analyze DNA evidence</li><li>- Equipment to test firearms functions</li></ul> <p>Checking the calibration of the equipment ensures that the instrument is functioning properly and consistently. Consistency is particularly important if samples from one case are analyzed at different times. Calibration records could be either hand written logs, instrumental printouts or data printouts. These logs are checked by the quality manager, used by all scientific staff and also are checked by external auditors / assessors as part of the inspections which the laboratory participates to maintain accreditation</p>	Paper	1/16/2009	Years 10	Years 40	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1725 64#: Contamination Log for DNA						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have a contamination log which tracks all instances of identified contamination of DNA samples in forensic casework or the controls associated with the casework. Contamination could occur as a result of human error in evidence handling where one case is contaminated with another. Other areas of possible contamination include accidental contamination of reagents or supplies, contamination of supplies from the manufacturer, contamination at the crime scene, etc. This contamination log is maintained by the Forensic Biology Supervisor and consists of handwritten notes and other documentation to support the identification of the contamination as well as the corrective measures taken. This log is accessible to inspectors / assessors as part of the inspection process which is part of maintaining accreditation.	Paper	1/16/2009 Years	10	Years 40	Destroy	Current

---

**Schedule #:** 1725      65#: Maine State Police Crime Laboratory Quality Assurance Records

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have a well defined and documented quality system which ensures that the product of the laboratory (ie the forensic casework) is at the highest level of quality possible. The quality system is multi-faceted with each step being documented in a paper form. Examples of these documents include:</p> <ul style="list-style-type: none"> <li>- Temperature logs - refrigerators, ovens, freezers, and other equipment which have controlled temperatures are checked on a regular basis to ensure that the temperatures are in compliance with the laboratory standards.</li> <li>- Cleaning logs – Laboratory spaces, instrumentation and glassware are cleaned on a regular basis and documented.</li> <li>- Testimony Review forms – Each testifying examiner must be monitored at least once a year to ensure that the testimony is professionally conducted and technically accurate.</li> <li>- Corrective Action forms – Whenever there is a lapse in the quality system or protocols are not properly followed, a Corrective Action Form is issued which documents the issue, the effects, and the course of action.</li> <li>- Inspection documents – inspections are periodically conducted to ensure that the quality system is being properly followed; the safety features of the laboratory, which include fire extinguishers, safety showers, eyewashes, etc. are functioning properly; and the security system is functioning properly.</li> </ul> <p>These quality documents are maintained by each section of the laboratory as well as by the quality manager. While a variety of these documents exist, ultimately they are all functions of the quality system and are the responsibility of the quality manager. Additionally, these documents are provided to external auditors / assessors as part of the inspections which the laboratory participates to maintain accreditation.</p>	Paper	1/16/2009	Years 10	0	Destroy	Current

---

**Schedule #:** 1725      66#: Validation Documents for Forensic Examination of Physical Evidence

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Maine State Police Crime Laboratory conducts scientific analyses on physical evidence. These analyses are reported and often times testified to in a court of law. Based on the rules of evidence, scientific evidence must be proven valid and reliable. To do so, the laboratory conducts validation studies on all new techniques and instrumentation, before being used in casework. Additionally, validation studies are conducted if changes are being made to established methods and instrumentation. These studies are also a requirement of maintaining accreditation by the ASCLD-LAB (American Society for Crime Laboratory Directors – Laboratory Accreditation Board) and DAB (DNA Accreditation Board). A validation study may include research, series of tests of the method or instrument being tested, handwritten notes and a written summary of results. These validation studies are the basis of the laboratory protocols and are widely used by the section supervisor and the quality manager. These studies are also subjected to auditing by inspectors / assessors as part of the accreditation process.	Paper	1/16/2009 Years	10	0	Destroy	Current

---

**Schedule #:** 1725 67#: Maine State Police Crime Laboratory Quality Assurance Manuals

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is to have a well defined quality system which includes a series of quality manuals. These manuals include:</p> <ul style="list-style-type: none"> <li>- Quality Assurance Manual, which documents the quality system, how the system is enforced, how problems are rectified, what quality assurance measures are in place, etc.</li> <li>- Administrative Procedures Manual, which outlines the administrative tasks such as ordering supplies, archiving records, mailing, as well as our laboratory mission, vision and values.</li> <li>- Safety Manual, which outlines the laboratory safety procedures and includes sections on exposure control, chemical hygiene, hazard communication, emergency procedures, etc.</li> <li>- Training Manual, which includes the laboratory-wide plan for training and development of future and current employees.</li> <li>- Evidence Control Manual, which includes the laboratory policies on evidence handling and storage and also includes Evidence Receiving policies such as hours of operation and evidence requests.</li> <li>- Section Training Manuals, which includes the discipline-specific training, readings, practical exercises which an examiner must complete before perform casework analyses.</li> </ul> <p>These quality manuals are maintained by the laboratory quality manager. The section training manuals are maintained by the individual sections. These documents are provided to external auditors / assessors as part of the inspections which the laboratory participates to maintain accreditation.</p>	Paper	1/16/2009	Years 10	0	Destroy	Current

---

**Schedule #:** 1725 68#: Proficiency test records for Forensic Accreditation

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of the accreditation process is that each examiner must take and pass proficiency tests annually or bi-annually depending on the scientific disciplines. These proficiency tests are typically purchased through an approved provider and are administered like casework samples. The results are then reported back to the provider who issues results. These tests produce case files similar to that of casework and will include handwritten notes, instrumental data, etc. If an examiner does not successfully complete a proficiency test, the examiner may be removed from forensic casework until the issue is resolved. These tests records are used by the quality manager for test tracking, the section supervisor and the inspectors / assessors as part of the inspection process.	Paper	1/16/2009 Years	10	0	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1763 69#:Maine State Police Crime Laboratory Visitor Logs						
In December 1999, the Maine State Police Crime Laboratory attained accreditation through American Society of Crime Laboratory Directors – Laboratory Accreditation Board. Additionally, the Forensic Biology Section is accredited through the DNA Accreditation Board, which is required in order to maintain our CODIS (Combined DNA Indexing System) database. Part of maintaining accreditation is having controlled and limited access to the laboratory facilities. In an effort to control the access, all persons gaining access to the non-public portions of the laboratory are required to sign into a Visitor Log. A Visitor Log is maintained at the front reception area and the evidence receiving area. These logs should be maintained through a complete accreditation cycle, which is 5 years.	Paper	3/3/2010 Years	5	0	Destroy	Current
<hr/>						
<b>Schedule #:</b> 1768 70#: Kit Tracking Forms						
The Maine State Police Crime Laboratory maintains tracking forms for sex crimes evidence collection kits. Each sex crimes evidence collection kit is designated with a unique tracking number. This tracking number is used to track the kit from the manufacturer, to the hospital and through the laboratory. The laboratory uses these tracking forms to document the kits progress through the laboratory, beginning at evidence receiving and ending upon completion of the kit. These tracking forms are used to track kit statistics such as kits collected on minors, kits collected on males versus females, kits collected by Sexual Assault Forensic Examiners and also some testing results. Once a kit tracking form is complete, the form is then transcribed into an electronic document.	Paper	4/21/2010 Years	1	0	Destroy	Current



# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 1769 71#:CODIS Match Reports						
The Maine State Police Crime Laboratory participates in the Federal Bureau of Investigation's CODIS database (Convicted Offender DNA Indexing System). This database allows the laboratory to enter unknown forensic DNA profiles in addition to convicted offender DNA profiles. CODIS can connect the DNA profiles of a convicted offender to a forensic unknown or connect two forensic unknown profiles. We are required by the FBI to keep records of true matches or "hits" we obtain through the FBI's DNA database (CODIS). These records support the Maine State Police Crime Lab's DNA Analysis reports about matches between Maine Convicted Offenders and Casework DNA profiles. These records document when a match was obtained and to whom the match was made (i.e. the convicted offender's identification) in addition to the analytical data confirming the DNA match. These records typically consist of a case file review form; national match detail report; CORIS database information sheet; copy of the convicted offender information card; DNA extraction, quantitation, and amplification worksheets and reports; QA / QC data; sample analysis data and DNA Profile Summary sheets.	Record Copy	4/22/2010	Years 10	Years 40	Destroy	Current
<b>Schedule #:</b> 1843 72#:Maine State Police Vehicle-Mounted Camera Video Recordings						
The records have been and are primarily created to record traffic stops and other incidents to which Maine State Police Officers respond. The records are primarily used as evidence or a source of information in civil and criminal proceedings. The type of information that is found on these types of records varies greatly, but very often includes or itself constitutes intelligence and investigative information, the public dissemination of which is restricted under Maine law. Please reference 16 MSRA 611(8), 614.  Records are retained until they no longer have evidentiary value with respect to an open or pending investigation or a pending criminal or civil legal proceeding or at least six (6) years - whichever period is longer.	Record Copy	4/30/2012	Retain Until Inactive 6	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1881 73#:Maine State Police Fleet Safety Board investigation-related records						
The subject records are records (e.g., documents, photographs, video-/audio-recordings, etc.) created and compiled by the agency in the process of investigating motor vehicle accidents involving Maine State Police employees who operate State-owned/leased motor vehicles.	Record Copy	4/30/2012	Retain Until Inactive 6	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1882 74#:Maine State Police, Maine Information and Analysis Center (MIAC)						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated		In Agency Retention	Rec Center Retention	Disposition	Status	
MIAC-originating/-entered/-controlled criminal intelligence information/records/records files (hereinafter "criminal intelligence data") in an interjurisdictional intelligence system (IIS) in which the MIAC participates, that have been inactive for five (5) years. The subject criminal intelligence data are entered by the agency into an IIS once the agency has determined, after analysis of the data, that there is reasonable cause to believe that the matter to which the data relate involves criminal activity on the part of a person or organization.	Record Copy	4/30/2012	Years	5	No Retention	0	Destroy	Current
<hr/>								
<b>Schedule #:</b>	1883	75#:Maine State Police Computer Crimes Unit digital copies of electronic storage devices						
Digital copies of electronic data storage devices (including, but not limited to, computer hard drives) searched by the unit during a criminal investigation and that are determined by the unit to contain neither contraband nor any other evidence of criminal activity. The subject records are digital duplicate copies of electronic storage devices that are searched by the MSP.CCU for contraband and/or for evidence of criminal activity that might exist on the original storage devices.	Digital File	4/30/2012	Retain Until Inactive	0	No Retention	0	Destroy	Current
<hr/>								
<b>Schedule #:</b>	1891	76A:Pre-employment Polygraph Examination Records - Persons Applying with Other Criminal Justice Agencies						
Pre-employment polygraph examination-related records (including, but not limited to, reports, graphs, video and audio recordings) of persons applying for employment with other criminal justice agencies, when such examinations are conducted by the Maine State Police for those other agencies. The agency creates such records in the course of conducting pre-employment polygraph examinations on persons applying for employment with other criminal justice agencies. Records are used by such other criminal justice agencies to evaluate applicants for employment with the agencies. Records often contain extremely personal information about such applicants.	Mixed	12/16/2013	Years	4	No Retention	0	Destroy	Current
<hr/>								
<b>Schedule #:</b>	1891	76B:Pre-employment Polygraph Examination Records - Persons Hired by the Maine State Police						
Pre-employment polygraph examination records of persons hired by the Maine State Police. Maine State Police pre-employment polygraph examination-related records (including, but not limited to, reports, graphs, video and audio recordings) of persons hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.	Mixed	12/16/2013	Years	4	No Retention	0	Destroy	Current

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>Schedule #:</b> 1891 76C:Pre-employment Polygraph Examination Records - Applicants Not Hired by the Maine State Police						
Pre-employment polygraph examination records of applicants not hired by the Maine State Police. Maine State Police pre-employment polygraph examination-related records (including, but not limited to, reports, graphs, video and audio recordings) of applicants not hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.	Mixed	12/16/2013 Years	6	No Retention	0 Destroy	Current
<b>Schedule #:</b> 1892 77A:Pre-employment Psychological Evaluation/examination - Related Records of Persons Hired						
Pre-employment psychological evaluation/examination –related records of persons hired by the Maine State Police. Maine State Police pre-employment psychological evaluation/examination -related records (including, but not limited to, reports) of persons hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants. Destroy records once applicant has been hired.	Mixed	12/16/2013 Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
<b>Schedule #:</b> 1892 77B:Pre-employment Psychological Evaluation/examination - Related Records of Persons Not Hired						
Pre-employment psychological evaluation/examination –related records of persons not hired by the Maine State Police. Maine State Police pre-employment psychological evaluation/examination -related records (including, but not limited to, reports) of applicants not hired by the Maine State Police. The agency creates such records in the course of evaluating persons applying for Maine State Police sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.	Mixed	12/16/2013 Years	6	No Retention	0 Destroy	Current
<b>Schedule #:</b> 1893 78A:Personnel Complaint-Related Records						

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Maine State Police Office of Professional Standards (Internal Affairs) personnel complaint-related records. Maine State Police Office of Professional Standards (formerly Internal Affairs) records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigations resulting in a post-investigation disposition of (1) information, (2) exoneration, (3) unfounded, or (4) not sustained, unless any given complaint presents Giglio-related issues. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.	Mixed	12/16/2013	Years 6	No Retention 0	Destroy	Current

---

**Schedule #:** 1893 78B:Personnel Complaint-Related Records - Giglio Aspect

Maine State Police Office of Professional Standards (Internal Affairs) personnel complaint-related records. Maine State Police Office of Professional Standards (formerly Internal Affairs) -related records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigation that present Giglio-related issues, regardless of the post-investigation disposition of the complaints. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.	Mixed	12/16/2013	Permanent or Indefinite	0	No Retention 0	Destroy	Current
---	-------	------------	-------------------------	---	----------------	---------	---------

---

**Schedule #:** 1935 79A:State Bureau of Identification - Maintained Criminal History Record Information Generally

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records. ? The agency creates and/or compiles such records in the course maintaining and administering the State of Maine's repository of criminal history record information. ? Records are used by the agency in the course of maintaining and administering the State of Maine's repository of criminal history record information. ? Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records. Except as provided in any other SBI schedule, once a person whose criminal history record information is maintained by SBI, is either deceased or reaches 120 years of age – whichever event occurs sooner.	Mixed	7/8/2014	Contingent Upon Event - See Description	0 No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 1935	79B:State Bureau of Identification - Maintained Public and Nonpublic Criminal History Record Information Stored in Non-digital or Non-electronic Format					
Maine State Police, State Bureau of Identification-maintained public and nonpublic criminal history record information stored in non-digital or non-electronic format. Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records. ? The agency creates and/or compiles such records in the course maintaining and administering the State of Maine's repository of criminal history record information. ? Records are used by the agency in the course of maintaining and administering the State of Maine's repository of criminal history record information. ? Records might include, but not be limited to, public and confidential criminal history record information; correspondence to and from individuals having criminal history records; court abstracts and index cards; photographs; fingerprint cards and related documentation; administrative hearing-related records. Keep in agency until records falling within the scope of the schedule have been converted or transcribed into digital or electronic format.	Mixed	7/8/2014	Contingent Upon Event - See Description	0 No Retention	0 Destroy	Current
<hr/>						
<b>Schedule #:</b> 1935	79C:State Bureau of Identification - Sex Offender Registry Records Pertaining to Ten-year Registrants					

# Department Series Report

## 16: Public Safety

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Maine State Police, State Bureau of Identification, Sex Offender Registry (SOR) records pertaining to persons required to register with the SOR for 10 years. Records can include, but not be limited to, court records relating to the offense for which a registrant is required to register with the SOR; correspondence to and from registrants and third parties; photographs; registration-related documentation; public and nonpublic criminal history record information; administrative hearing-related records. ? The agency creates and compiles such records in the course maintaining and administering the State of Maine Sex Offender Registry (SOR). ? Records are used by the agency in the course of maintaining and administering the Maine SOR. ? Records can include, but not be limited to, court records relating to the offense for which a registrant is required to register with the SOR; correspondence to and from registrants and third parties; photographs; registration-related documentation; public and nonpublic criminal history record information; administrative hearing-related records. Keep in agency during the 10-year period during which a registrant is obligated to register with the Maine SOR.</p>	Mixed		Contingent Upon Event - See Description	10	No Retention	0 Destroy Current
<hr/>						
<b>Schedule #:</b>	1948	80#:Traffic Infraction Citations and Traffic Warning Cards				
<p>Copies of traffic infraction citations and traffic warning cards issued and maintained by the Maine State Police. The agency compiles, uses, and maintains such records in the course enforcing Maine's motor vehicle traffic laws. Information included in the records includes, e.g., personally identifying information of individuals (names, dates of birth, home address, etc.) and motor vehicle-related information (e.g., make, model, color, etc., of vehicles).</p>	Mixed	1/6/2015	Years	3	No Retention	0 Destroy Current